

TABLE OF CONTENTS

Introduction and General Information	Page 3-5
Fort Riley On-Post School Request	<i>Separate Document</i>
I. FORT RILEY UNIVERSITY	
<u>MILITARY SCHOOL COURSES</u>	
<i>Military School Schedule</i>	<i>Separate Document</i>
Military School Introduction and General Information	Page 7-9
CROSS TRAINING	
ULLS-G Operator Course	Page 10
ULLS-G Manager Course	Page 11
Unit Armorer Course	Page 12
Unit Armorer Supervisory Course	Page 13
ULLS S4 Clerk Course	Page 14
ULLS S4 Opns/Mgt Course	Page 15
Ammunition Handler Course	Page 16
Miles Course	Page 17
NBC Off/NCO Course	Page 18-20
Field Sanitation Team Training Course	Page 21
77F HAZMAT Course	Page 22
Bus Driver Training Course	Page 23
UNIT REQUESTED CLASSES	
Fuel Handler Course	Page 24
Power Generator Operator Course	Page 25
USAREUR Driver Training Course	Page 26
Miles Recertification Test	Page 27
MEDICAL TRAINING	
Combat Lifesaver Course	Page 28
Combat Lifesaver Recertification Course	Page 29
Emergency Medical Technician Course	Page 30-31
Emergency Medical Technician Refresher Course	Page 32-33
PHTLS Course	Page 34-35
Trauma Aims Course	Page 36
Physical Readiness Training Leaders Course (PRTLCL)	Page 37-38

AUTOMATED INFORMATION COURSES

Standard Army Training System (SATS) Course	Page 39
Army Company Information System (ARCIS) Course	Page 40

INDIVIDUAL TRAINING

DL First Sergeant Course	Page 41
DL Battlestaff Course	Page 42
Company Commander/First Sergeant Orientation Course	Page 43
Company Commander/First Sergeant Course Enrollment Form	Page 44
Technical Transportation of Hazardous Materials (AMMO 62)	Page 45
Support Operations Phase II	Page 46
FY04 PLDC Schedule	Page 47-48
Fort Campbell PLDC Course	Page 49
Fort Hood PLDC Course	Page 50
Fort Polk PLDC Course	Page 51
Fort Sill PLDC Course	Page 52

ACADEMIC PROGRAMS

Basic Skills Education Program (BSEP)	Page 53-54
Leadership Skills Education Program (LSEC)	Page 55
College Programs	Page 56-57

INTRODUCTION AND GENERAL INFORMATION

1. RESPONSIBILITIES

- a. Commanders and supervisors at all levels are responsible for ensuring maximum use of these courses to maintain a high state of individual proficiency and enhance combat readiness.
- b. Commanders and supervisors must ensure that all students selected to attend the courses contained in this document are qualified by the general/special prerequisites and report on time.
- c. Due to resources, units may be required to prioritize enrollment applications.
- d. Staff agency/activity course proponents must ensure that POIs and Lesson Plans are reviewed and updated so the instruction offered is current with the references established for the course. Class schedules will not be changed unless approved by Student Services, Fort Riley University.

2. **PREREQUISITES** General course prerequisites are listed below. Additional special prerequisites for each course are contained at the appropriate sections of this document. Students failing to meet the prerequisites may be released from the course.

- a. No dental or medical treatment pending for the duration of the course.
- b. No personal problems that would prevent attendance at all classes.
- c. No unfavorable personnel action, court martial proceeding, or civil court action pending or in progress.
- d. No transfer or other military orders, pending or issued, which preclude completion of the course.
- e. No Military School academic failure within the last three months or release due to disciplinary reasons within the last six months.
- f. Students will be exempt from all duties which might interfere with course participation.
- g. All military personnel will report to designated school in a complete duty uniform (**NO EXCEPTIONS**).

3. PROCEDURE FOR REQUESTING/CANCELING SPACES

- a. Contact the POC located on the page for the course in which you wish to enroll.
- b. Class information can be found on the Internet under Fort Riley University.

4. **OFF-POST PERSONNEL** Installation Commanders will ensure their personnel meet all prerequisites and that a copy of the student's TDY orders are faxed to the course POC when required, NLT 20 days prior to the course start date. Off-post installations must call for spaces in accordance with paragraph 3. Off-post installations will ensure that standard name line of soldier is correct. On-post housing is available, request reservations by calling Housing Division, Directorate of Public Works and Housing, DSN 856-2830/3890.

5. **SPECIAL INSTRUCTIONS FOR RESERVE COMPONENT SOLDIERS**

a. Purpose: To provide instructions for requesting school quotas, reporting instruction and guidance for Reserve Component personnel training on Fort Riley for NCOES, MOS or other school training.

b. Requesting Training Quotas: All requests for training will be submitted on FR Form 900R through the State Schools Manager/RSC DCST to arrive at the RCSD office NLT 60 days prior to the start date of the class.

c. The State Schools Manager/RSC DCST will use the On-Post School Request Form. All requests, approved or disapproved, will be returned to the address and POC listed. It is the POC's responsibility to inform the student of school request approval or disapproval and provide all information the student requires for attendance at the Fort Riley Military School.

d. All school requests will be fully completed to include **all** signatures and course information. Incomplete school requests will be returned without action.

e. All school requests will be sent to:

Commander, Headquarters Fort Riley
ATTN: AFZN-GT-RC
Building 7652-C
Fort Riley, KS 66442-5076

Fax: COMM (785) 239-9613
DSN 856-9613
PHONE: COMM (785) 239-9652
DSN 856-9652

f. Reporting Instructions: All USAR/National Guard soldiers will arrive and report to class on time in the appropriate uniform with all specified records and equipment.

g. Transportation: It is recommended that reserve component personnel travel by POV. Transportation at Fort Riley is limited. Personnel arriving at the Manhattan Municipal Airport can call the military taxi for transportation to Fort Riley (785) 239-2636) during normal duty hours (Monday-Friday, 0730-1600). During non-duty hours, a civilian taxi must be used. Transportation from quarters to class or meals is a student responsibility.

h. Billeting and Dining Facilities:

(1) Reservations for billeting can be made through Carr Hall, Building 45, (785) 239-2830 or DSN 856-2830 or 1-800-GOARMY1 and ask for Fort Riley.

(2) Individuals qualifying for a Statement of Non-availability are responsible for locating off-post housing and daily transportation to and from school. The daily cost of motel/hotel rooms above the maximum amount reimbursable by Finance will be at the soldier's expense.

(3) Personnel performing annual training (AT) or attending class in lieu of annual training, will receive quarters at no cost.

(4) Officers and all enlisted personnel performing ADT/ADSW, to include AGR on TDY status, are required to pay for any meals consumed in a military dining facility. Enlisted members performing AT will be provided meals at no cost provided they have a valid ID card and orders.

i. Appearance.

(1) All personnel will report to designated school/course in a complete military uniform. Uniforms will be properly fitted, clean, and serviceable. All personnel will report with haircut/standards as prescribed by AR 670-1

(2) Duty uniform is BDU.

j. Finance.

(1) All unit personnel will be paid at their home station.

(2) All personnel reporting for periods less than 30 days must bring sufficient funds to defray expenses for the period of stay.

k. Attachment Instructions. Orders directing a reserve component soldier to attend an on post school will read "Attached to HHC, USAG, Ft Riley, KS 66442-5303."

l. Assistance. Reserve component soldiers can receive assistance by calling RCSD at DSN 856-9652 or commercial (785) 239-9652.

MILITARY SCHOOL INTRODUCTION AND GENERAL INFORMATION

1. **PURPOSE:** To provide information on Fort Riley Military School courses. This document provides guidance to commanders, staff officers, personnel officers, and supervisors who select individuals to attend Fort Riley Military School courses.
2. **PROCEDURE FOR REQUESTING/CANCELING TRAINING:**
 - a. To request Military School training, contact the Military School Training Manager located in Bldg 7305, (785) 239-5432, DSN 856-5432, Fax (785) 239-1449 or DSN 856-1449. Use the On-Post School Request Form (FR Form 900) found on page 6 of this catalog. Form may be sent electronically to the training manager. Those units/activities who do not have access to e-mail may send hard copy to the training manager. **School requests are accepted up to 90 days in advance of class dates.**
 - b. Reserve component soldiers submit applications per the instructions in paragraph 5 of the General Information Section in the front of the catalog.
 - c. Class information can be found on the Internet at www.riley.army.mil under Fort Riley University.
 - d. Enrollment for classes opens 90 days prior to the class start date. The Training Manager will develop a class roster based upon requests received 30 days prior to class start date. Requests received less than 30 days in advance of training will be accepted. If class is full, those requests will be placed on standby status. Applications will not be accepted in excess of 90 days before class start.
 - e. The Military School Training Manager will develop and distribute a tentative class roster via e-mail to MSC activities 14 days prior to class start date. MSCs should review roster for accuracy and report changes to the Training Manager.
 - f. An updated roster will be developed and distributed via e-mail five working days prior to the class start date. MSCs should use this roster to remind students of upcoming class.
 - g. A final roster will be developed and distributed via e-mail after the first hour of the class. This roster will indicate attendees and no-shows.
 - h. Standby applications will be accepted up to the class report time. Standby students will be seated on a first-come, first-served basis.
 - i. When more requests are received for a particular class than there are seats available, an additional class may be scheduled if resources are available.
 - j. Commanders should request only one class date for their students.
 - k. Class rosters will be developed using "approved" and "standby" categories. The approved status is a confirmed seat in the class. A soldier on "standby" status may get a seat due to cancellations or no shows, standbys should report to the school the first day of class.
 - l. Units will not receive shortfall notifications for cancellations received prior to class reporting time.

3. **OFF-POST PERSONNEL:** Installation commanders will ensure their personnel attending Military School meet all prerequisites and that three copies of the student's TDY orders are faxed to Military School Training Manager, NLT 20 days prior to the course start date. Personnel at off-post installations must request class seats in accordance with paragraph 2, ensuring that the student's standard name line is correct. On-post housing is generally available. Call Carr Hall, Building 45 at COM (785) 239- 2830 or DSN 856-2830/3890 or 1-800-GOARMY1 (ask for Fort Riley) to make reservations.

4. **OUT-OF-STATE TUITION:** Barton County Community College (BCCC) provides the training for the Military School through State of Kansas funding. Due to state funding restrictions, out-of-state tuition must be collected for all **Non-Kansas Residents*** attending Military School classes. Military School course out-of-state tuition cost is listed on the Military School Course List immediately following this paragraph. Procedures for obtaining a training seat for an out-of-state soldier are as follows:

USAR and National Guard units submit FR Form 900.R application to RCSD, Fort Riley. Active Army units submit FR Form 900 to the Military School Training Manager. A memorandum listing the names and SSN of students, class and dates of class as well as the amount to be paid, method of payment, and unit POC must also accompany the request.

The methods of payment are:

1. The unit can pay telephonically using a credit card (Call the BCCC representative at 785-239-9769).
2. The unit can pay by check or money order prior to cut off time and date.
3. The student can pay by check, credit card, money order, or cash (must be pre-approved by BCCC) prior to or the day of class but must be paid in full by 0915 the first day of class.

To obtain a firm reservation in a class, the requesting unit must submit a schools request and memorandum with payment method to the appropriate agency (USAR/NG to RCSD, Active Duty to Training Manager Military School, Fort Riley, Kansas) NLT 30 working days prior to class start. A training seat cannot be guaranteed if request is received less than 30 working days prior to class start. Payment must be received or verified with BCCC NLT 20 working days prior to class start date. Once the payment has been received or verified BCCC will forward payment verification for the student to the Military School Training Manager and 15 working days prior to the class start date, a roster will be confirmed for the class. Requests received less than 20 working days prior to class start are processed on a space available basis.

* **Non-Kansas Residents:** Any person not residing in the state of Kansas or not an active duty service member permanently assigned to an active duty unit/post in the state of Kansas (i.e. Fort Riley or Fort Leavenworth).

A USAR soldier, assigned to a Kansas USAR unit, whose legal residence is not Kansas, is considered a Non-Resident. Kansas National Guard soldiers, regardless of residence, are considered Kansas residents only for Military School class purposes.

Military School Course List

A.	<i>Military Course Title</i>	<i>Credits</i>	<i>Payment</i>
	Army Company Information Systems (ARCIS)	1 cr	86.00
	AMMO HANDLER	3 cr	258.00
	COMBAT LIFESAVER RECERT	1 cr	86.00
	COMBAT LIFESAVER	3cr	258.00
	Emergency Medical Technician Refresher	2 cr	172.00
	Emergency Medical Technician	12 cr	1032.00
	Field Sanitation	2 cr	172.00
	Fuel Handler	3 cr	258.00
	Miles	1 cr	86.00
	NBC Officer/NCO	5 cr	430.00
	Physical Readiness Training	3 cr	258.00
	Power Generator Operator	2 cr	172.00
	Pre-hospital Trauma Life Support - I	1 cr	86.00
	Pre-hospital Trauma Life Support - P	1 cr	86.00
	Standard Army Training System (SATS)	3 cr	258.00
	Trauma Aims	4 cr	344.00
	ULLS S-4 Clerk	3 cr	258.00
	ULLS S-4 Manager	2 cr	172.00
	ULLS-G Manager	1 cr	86.00
	ULLS-G Operator	5 cr	430.00
	Unit Armorer Supervisor	2 cr	172.00
	Unit Armorer	3 cr	258.00
	USAREUR Drivers Training	1 cr	86.00
	Bus Driver Training Course	3 cr	258.00

ULLS-G OPERATOR COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 75 hours (10 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide sustainment training in duties and responsibilities for a ULLS-G Clerk. This course combines all aspects of TAMMS/PLL through the use of the ULLS system. Using demonstration and practical exercises, students learn the theory and application of both manual and automated tasks. PLL subjects include ordering procedures, Document Register management, PLL stock age and management, and reconciliation procedures. TAMMS areas include preparation and use of the Maintenance Inspection Worksheet, deferred maintenance, drivers training, licensing, equipment dispatch, Army Oil Analysis Program, scheduled services, and historical records. Course also covers accident reporting, physical security, hazardous waste, material condition status reporting, publications, and query by example (ULLS and ULLS Tutorial). Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (Mech) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Grades E1-E5.
 - b. Minimum of 6 months remaining on active duty upon completion of course.
 - c. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

ULLS-G MANAGER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (2 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide performance-oriented training to non-motor pool personnel to manage a motor pool. Instruction will cover HAZMAT, AMSS, REPORTS, SDI, and MANAGER'S CHECKLIST. Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (Mech) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned or pending assignment as motor pool NCOIC, OIC, Company CO or XO, or Battalion CO or XO.
 - b. E6 and above.
 - c. E5 if assigned as an ULLS-G Supervisor.
 - d. Minimum of 6 months remaining on active duty upon completion of course.
 - e. Recommended by the unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT ARMORER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide sustainment training to enlisted personnel in the operation and management of the unit arms room, maintenance of weapons, required forms and reports, and physical security. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit Armorer.
 - b. Grades E1-E4.
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 20 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT ARMORER SUPERVISORY COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 30 hours (5 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal Holidays.
4. **PURPOSE:** To provide training to supervisors oriented in organizational maintenance of small arms. This includes inspection, disassembly, assembly, required operator/organizational maintenance, ordering of parts, maintaining PLL for small arms (SARP), and turn-in procedures for direct support maintenance. This course also includes physical security and proper physical security inspections conducted by the PMO. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit Armorer Supervisor.
 - b. Commissioned Officer
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT LEVEL LOGISTICS SYSTEM (ULLS) S4 CLERK COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide ULLS S4 Clerks with performance oriented training on administrative and technical tasks. Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (MECH) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated: May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit/Organization ULLS S4 Clerk.
 - b. Grades E1-E5.
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander. The student must be assigned the duties or will be assigned duties within the next 90 days (no waivers).
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT LEVEL LOGISTICS SYSTEM (ULLS) S4 SUPPLY OPERATIONS/MANAGEMENT COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 30 hours (5 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To familiarize mid-level managers with ULLS S4 and the reports produced by the system. This course provides performance oriented training in unit and organizational supply procedures including background on the development of ULLS S4, familiarization with ULLS S4 processes, reports and listings, a review of system and file backups, and continuity of operations (COOP) procedures. Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (MECH) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated: May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:** Personnel selected to attend this course will be mid-level managers who have various levels of responsibility for their organization's mission accomplishment. They must also be familiar with the tools that ULLS S4 provides to help accomplish the mission. Personnel included in this category are: Data Base Administrators, Battalion Executive Officers, Budget Officers, Property Book Officers, Company Commanders, and Company Executive Officers.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standby) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

AMMUNITION HANDLER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide performance oriented training on receipt, accountability, transport and safety for live ammunition and related residue. Ft. Riley specific regulations and practices are used IAW AR 385-64, AR 385-63, FORSCOM REG 700-4, DOD 6055.9 STD, DOD 5100.76M, FR PAM 710-16 AND QASAS Procedures.
5. **PREREQUISITES:**
 - a. Assigned duties as an Ammunition Handler.
 - b. Grades E1 and above.
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

MILES COURSE

1. **LOCATION:** Building 8320
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 Hours (2 Days). 0900-1630 Mon-Fri
4. **PURPOSE:** To train personnel in the following areas:
 - a. MILES warehouse procedures, regulations and policies. Ft. Riley specific regulations and practices are used IAW FR REG 350-1 and FR REG 350-4.
 - b. How to use and train with the following MILES equipment:
 - (1) WEAPONEER.
 - (2) Proper bore-sighting procedures of the M16A1/A2 transmitter using the Small Arm Alignment Fixture (SAAF).
 - (3) Proper operation of the Anti-Tank Weapons: Viper, Dragon and TOW System.
 - (4) Mobile Independent Target System (MTS).
 - (5) Man Worn Laser Detector System (MWLD)
 - (6) Installation of VELCRO and MILES Detector System on the M1A1 Tank, M2 Bradley and the APC M113.
 - (7) Troubleshooting the MILES System on the M1A1 Tank, M2 Bradley and APC M113.
5. **PREREQUISITES:** Grade of E5 and above. Training and certification card is required to hand receipt MILES equipment (IAW Fort Riley MILES SOP).
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Number of students will not be less than 8 but not more than 15 per class.
 - b. Students completing the course (Test) will receive a license certifying them on: WEAPONEER, MWLDS, SAAF, MTS, and M113. The student will also receive college credit.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

NBC OFFICER/NCO COURSE

1. **LOCATION:** Building 211, Room 16, Fort Riley, Kansas.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
 - a. Students will report in duty uniform daily.
 - b. On the first day, students only need a notebook and pen or pencil.
 - c. The duty uniform will be worn throughout the course.
 - d. Homework will be assigned and must be completed and turned in at the assigned time.
 - e. A pretest will be administered on the first day of class during the enrollment, consisting of items listed in paragraph 5d.
 - f. Number of students will not be less than 8 or more than 12 in each class.
3. **LENGTH:** 75 hours (10 Days), 0900-1630, Monday-Friday. In-processing will be conducted from 0750-0850 on first day of class.
4. **PURPOSE:** To qualify personnel as unit NBC Defense Officers/NCOs as required by AR 350-1 (one officer and one enlisted alternate per company) and to train those individuals in techniques needed for combat operations in a chemical, biological and nuclear environment. Those MOS 54B soldiers who assume unit chemical NCO duties (one 54B20 authorized/company) and who are not BNCOC graduates are required to attend. The course prepares the students to function as unit NBC Defense Officers/NCOs and includes: chemical, biological and nuclear defense organization and training requirements; chemical agents- physiological effects, protective measures and first aid; biological agents- physiological and physical effects, field behavior and first aid; protective measures and effects of nuclear weapons (blast, heat, initial and residual radiation, and electro-magnetic pulse), protective measure, yield estimation, fallout prediction and operational aspects of radiation; NBC reports, maintenance and use of chemical, biological, nuclear, and radiological defense equipment and material; individual and collective protection; decontamination; and Smoke Pot requirements and effects of weather and terrain on smoke. Ft. Riley specific regulations and practices are used IAW AR 350-1, Para 4-11c. and FR REG 350-1, Chapter 11.
5. **PREREQUISITES:**
 - a. Actual or anticipated assignment as a unit NBC officer, noncommissioned officer or enlisted alternate.
 - b. GT score of 100 or above or ST of 95 or above (non-waiverable).
 - c. Grade E4 or above (waiverable to E3).
 - d. Be proficient at skill level 1 - NBC Common Tasks (STP-21-1-SMCT), skill level 1 and 2 -Map Reading Tasks (STP 21-1-SCMT and FM 21-2), and be able to perform math calculations (some algebra required).
 - e. Have a minimum of one year of service remaining upon completion of the course.
 - f. Students attending this course of instruction will be exempt from all unit duties (to include weekends and holidays).

6. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Students (both primary and standby) will be pre-enrolled and on class roster.
- b. Students will receive four exams during the NBC Defense Course. Students must maintain an overall grade average of 70% to remain in the course.
- c. Units who desire to send standby personnel may do so. However, standbys will not be enrolled until all reserved seats are filled. Confirmed applications not filled will be reported as shortfalls.

7. **ELIMINATION:** Students will be dismissed from the course for any of the reasons indicated below:

- a. Failure to meet course prerequisites.
- b. Academic elimination (failure to maintain a 70% average).
- c. Administrative elimination for absence in excess of four hours (cumulative) during the course, habitual tardiness or emergencies not known to exist at the beginning of the course.
- d. Commanders of students who are academically or administratively dismissed will be notified in writing through the chain of command.

8. **EQUIPMENT:**

a. Students, with the exception of USAR, and National Guard personnel (see para 9.b.) are required to have the following equipment (bring to class IAW course training schedule). Failure of on post personnel to bring the equipment listed, will result in administrative dismissal from the course:

- (1) Individual Protective Mask with hood and canteen.
- (2) AN/UDR-13 RADIAC set w/batteries
- (3) M22 ACADA w/batteries and WD1 wire
- (4) M256Al Detection Kit (Training).
- (5) Training MOPP Suit, Boots and Gloves
- (6) Chemical Agent Monitor (CAM)
- (7) AN/VDR-2 RADIAC meter

- b. USAR and National Guard will bring as much of the above equipment as possible. At a minimum, they will bring protective mask and training MOPP Suit.

9. **GRADUATION:**

a. Graduation will take place in Building 211, Room 16, NBC Classroom, on the last day of class, hour TBA. Uniform for graduation will be BDUs. Students will not be released early on the last day of class.

b. The candidate with the highest academic average in each class will be designated as the Distinguished Honor Graduate.

c. The candidate with the second highest academic average in each class will be designated as the Honor Graduate.

10. **NATIONAL GUARD/USAR:**

a. Prerequisites for NBC/Officer Course. Actual or anticipated assignment as a unit NBC Officer, Noncommissioned Officer, Enlisted Alternate or Decontamination NCOIC.

b. See "Introduction and General Information", for special instructions for Reserve Component Soldiers. Reserve Component personnel attending this course are authorized, with military ID card, to dine in the main post facility, Bldg 251 (per Chief, DOL Services).

11. **MOS 54B PERSONNEL ATTENDANCE IN NBC DEFENSE COURSES:**

a. Ft. Riley REG 350-1, Chap 11 requires all MOS 54B10 Chemical Operations Specialists who fill company level MOS 54B20 positions to attend the NBC Defense Course. MOS 54B20s may also attend on a space available basis.

b. MOS 54B personnel, once enrolled, will complete the entire course, including all required class exercises, homework and exams.

12. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

**FIELD SANITATION TEAM
TRAINING COURSE**

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 30 hours (5 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide formal training to unit level Field Sanitation members. Ft. Riley specific regulations and practices are used IAW FR REG 350-1, Chapter 10-10.
5. **PREREQUISITES:** Student must have a minimum of 6 months remaining in the unit upon completion of the course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Units possessing organic medical personnel must utilize these personnel for their Field Sanitation Team IAW AR 40-5.
 - b. Number of students will not be less than 8 or more than 15 in each class.
 - c. Students will be exempt from duties that might interfere with course participation.
 - d. No more than two personnel per company should enroll in the course at any given time, this is necessary to allow all units the opportunity to participate in the training.
 - e. All students (primary and standby) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

77F HAZMAT COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (2 Days). 0900-1630. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide 77F MOS and Non-77F MOS Fuel Handlers a detailed study of U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, preparing shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of petroleum fuels and related materials for function specific training in petroleum supply and storage operations IAW Ft. Riley specific regulations: FR PAM 710-14, AR 710-2, DA PAM 710-2.
5. **PREREQUISITES:**
 - a. Newly assigned, 77F MOS Fuel Handlers not certified to receive fuel at Ft. Riley.
 - b. Currently assigned Fuel Handlers who attended Military School Fuel Handler's prior to 1 Jan 03 and does not have credentials to receive fuel from the Fort Riley Tank Farm. (The Fuel Handler's Course conducted after 1 Jan 03 has included the training in this course.)
 - c. Assigned as either a Fuel Vehicle Operator or Assistant
 - d. Grades E1-E5.
 - e. Minimum of six months remaining on active duty upon completion of course.
 - f. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Requests for instructor to unit will be provided to the Military School by memorandum NLT 45 days prior to requested start date, with the following information.
 - (1) Dates desired for training (Primary and Alternate). Course length will be determined by type of equipment at unit.
 - (2) Location/building number of classroom and motor pool.
 - (3) Number of students to be trained (maximum fifteen students, minimum of eight students).
 - (4) Point of contact at unit. Training will be scheduled with battalion and higher-level units.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

BUS DRIVER TRAINING COURSE

1. **LOCATION:** Building 240, Room 102, Main Post.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 1/2 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To train and license personnel to operate a military bus while complying with federal, state and applicable Ft. Riley regulations, while observing safety procedures governing passenger carrying vehicles.
5. **PREREQUISITES:** Student must:
 - a. Have a minimum of 6 months remaining on active duty.
 - b. Have received training, be licensed and have experience driving a 2 1/2 ton or larger truck.
 - c. Have no record of any at-fault motor vehicle accident in the last two years.
 - d. Have no record of serious moving traffic violations in the last two years.
 - e. Possess a valid state driver's license.
 - f. Commanders will interview students and determine that they possess the maturity and judgment to safely operate a bus.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 per class.
 - b. By 1500 hours on Thursday prior to class start date, students will present the following documents to the Military School Administration Office, Room 1, Building 7305 for review:
 - (1) Valid DA Form 348 (Equipment Operator Record) with Accident Avoidance Training annotated in Section 3.
 - (2) Valid OF 346 as annotated on DA Form 348.
 - (3) Commanders Interview annotated in Section 3 of DA Form 348.
 - (4) Current state driver's license.
 - (5) Copy of Fort Riley On-Post School Request Form (FR Form 900).
 - c. Students will be exempt from duties that might interfere with course participation.
 - d. All students (primary and standbys) must be pre-enrolled through the Military School and on the class roster.
 - e. Students will be terminated immediately for sleeping, unsafe acts, and violations of traffic laws, poor driving skills and missing any instruction.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971.

FUEL HANDLER'S COURSE

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class.
3. **LENGTH:** 45 hours. 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide performance-oriented training on administrative and technical tasks required of a Petroleum Fuel Handler. Ft. Riley specific regulations and practices are used IAW AR 710-2, DA PAM 710-2-1, FR PAM 710-2.
5. **PREREQUISITES:**
 - a. Assigned duties as either a Fuel Vehicle Operator or Assistant.
 - b. Grades E1-E5.
 - c. Minimum of 6 months remaining on active duty upon completion of course
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Requests for instructor will be provided to Military School Training Manager NLT 45 days prior to requested start dates with the following information.
 - (1) Primary and Alternate Dates desired for training. Course length will be determined by type of equipment at unit.
 - (2) Location/building number of classroom and motor pool.
 - (3) Number of students to be trained (maximum 15 students, minimum of eight students).
 - (4) Unit point of contact. Training will be scheduled with battalion and higher-level units.
 - (5) Type of fuel equipment in the unit.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

POWER GENERATOR OPERATOR COURSE

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class.
3. **LENGTH:** 30 hours. 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To train students in the fundamentals required to install, operate and maintain a generator set.
5. **PREREQUISITES:**
 - a. Assigned as Generator Operator.
 - b. Grades E1-E5.
 - c. Minimum of six months remaining on active duty upon completion of course.
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Requests for instructor to unit will be provided to the Military School by memorandum NLT 45 days prior to requested start date, with the following information.
 - (1) Dates desired for training (Primary and Alternate). Course length will be determined by type of equipment at unit.
 - (2) Location/building number of classroom and motor pool.
 - (3) Number of students to be trained (maximum fifteen students, minimum of eight students).
 - (4) Point of contact at unit. Training will be scheduled with battalion and higher level units.
 - (5) Type of generators in the unit.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

USAREUR DRIVERS TRAINING

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute a loss of space.
3. **LENGTH:** 15 hours (2 Day). 0900-1630. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide training on international road signs, basic German traffic laws and rule of the road while driving in USAREUR. The USAREUR driver's test is administered after classroom instruction.
5. **PREREQUISITES:** Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 20 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Requests for instructor to unit will be provided to the Military School by memorandum NLT 45 days prior to requested start date, with the following information.
 - (1) Dates desired for training (Primary and Alternate).
 - (2) Location/building number of classroom.
 - (3) Number of students to be trained (maximum twenty, minimum of eight students).
 - (4) Point of contact at unit. Training will be scheduled with battalion and higher-level units.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

MILES RECERTIFICATION (TEST)

1. **LOCATION:** Building 8320
2. **REPORTING:** 1250 hours on the day of the test.
3. **PROCEDURE:** Call space manager at 239-5432/9971 for scheduling.
4. **PURPOSE:** Test and renew certification of personnel in the following areas:
 - a. MILES warehouse procedures, regulations and policies. Ft. Riley specific regulations and practices are used IAW FR REG 350-1.
 - b. How to use and train with the following MILES equipment:
 - (1) WEAPONEER.
 - (2) Proper bore-sighting procedures of the M16A1/A2 transmitter using the Small Arm Alignment Fixture (SAAF).
 - (3) Proper operation of the Anti-Tank Weapons, Viper, Dragon and TOW System.
 - (4) Mobile Independent Target System (MTS).
 - (5) Man Worn Laser Detector System (MWLD)
 - (6) Troubleshooting the MILES System on the APC M113.
 - (7) M1 Tank, and M2/M3 if student was certified previously on the equipment.
 - (8) Students completing the test will receive a license certifying them on the: WEAPONEER, MWLDS, SAAF, MTS, and M113.
5. **PREREQUISITES:** Grade of E5 and above and previously certified. Training is required to sign for MILES equipment (IAW Fort Riley MILES SOP and REG 350-1).
6. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971.

COMBAT LIFESAVER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 Hours (7 Days). 0900-1630 Mon-Fri
4. **PURPOSE:** To train non-medical soldiers to provide immediate lifesaving measures beyond the level of self-aid or buddy-aid to wounded soldiers in forward battle areas. Training is conducted using training materials provided by the Combat Lifesaver Correspondence Course. IAW FR REG 350-1, each section, squad or team will have at least one member trained and certified as a Combat Lifesaver. Certification is valid for 365 days from the date issuance. References include Combat Lifesaver Correspondence Course, AR 350-1, TRADOC REG 525-50, FR REG 350-1, and Chapter 10-11.
5. **PREREQUISITES:**
 - a. Must have 6 months remaining in unit.
 - b. No profile preventing lifting 20 lbs or greater.
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Students completing the entire course will receive a Certificate of Training and a DD Form 1902.
 - b. This course will serve as both certification and re-certification.
 - c. Number of students will not be less than 8 or more than 15 in each class.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

**COMBAT LIFESAVER
RECERTIFICATION/SUSTAINMENT COURSE**

1. **LOCATION:** Military School Facility, Building 7305
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (3 Days). 0900-1630 Mon-Fri.
4. **PURPOSE:** To provide sustainment training and required annual re-certification for unit Combat Lifesavers. In addition to recertification, this course will augment unit training programs in maintaining Combat Lifesaver proficiency in critical lifesaving task. Ft. Riley specific regulations and practices are used IAW TRADOC 525-50 and FR REG 350-1, Chapter 10-11.
5. **PREQUISITES:** Students must have completed a Combat Lifesaver Course within the last 365 days from the date of their Training Certificate (Certificate required).
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Students completing the course will receive a Certificate of Training and a DD Form 1902.
 - b. Number of students will not be less than 8 or more than 15 in each class. **Units may request additional classes or special class dates through POC.**
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE

1. **LOCATION:** Building 215, second floor
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** Five (5) weeks (200 hours). 0900-1630 Mon-Fri. No classes conducted on Federal holidays.
4. **OBJECTIVE:**
 - a. To provide EMT students training in the extrication assessment, stabilization and evacuation of the sick and injured patient.
 - b. IAW FR REG 350-1, Chapter 10-4, the purpose of the course is to enhance the training and readiness of the 91 CMF Army Medical Department enlisted personnel assigned to Ft. Riley.
5. **PREREQUISITES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Twelve (12) months remaining active duty service upon completion of the EMT Course.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have a current PT test.
 - (4) Have no physical profile that will limit their ability to perform medical tasks. IE: NO LIFTING PROFILE.
 - (5) Have one hundred and twenty (120) days of active service remaining upon completion of the EMT Refresher Course.
 - (6) Must meet NREMT application requirements as well as the established Education Center standards.
 - (7) Possess a current Health Care Provider CPR Card
 - b. Civilian personnel must meet the following screening criteria:
 - (1) Have no physical limitations against lifting.
 - (2) Must meet NREMT application requirements as well as the established Education Center standards.
 - (a) Must be 18 years of age or older.
 - (b) Possess a current Health Care Provider CPR Card.
 - (c) Complete the felony statement on the application and submit appropriate documentation if applicable.
 - c. The program will be offered two times each fiscal year.
 - d. Maximum class size will be limited to 24 soldiers.
 - e. Each cycle will be five (5) weeks in duration.
 - (1) Two hundred hours of classroom instruction and skills lab.

(2) Ten hours of Emergency Room rotation.

(3) Ten hours of Ambulance rotation.

(4) Personnel will be able to take the National Registry Emergency Medical Technician examination at the end of the course and receive national certification. A registration fee of \$15.00 (money order or institutional check), payable to the National Registry of Emergency Medical Technicians, must be submitted with the application.

(5) Certificate of training will be awarded upon successful completion of the Course.

f. Soldiers must be exempt from unit duty rosters for the duration of the course.

g. Authorized absences from training will be limited to:

(1) Emergency Leave up to four days.

(2) Illness or injury precluding participation in program, such as temporary profile, for no more than four days.

h. Absences from training resulting in termination will include, but not be limited to:

(1) Emergency Leave in excess of 4 days warrants termination from the EMT Program.

(2) Deployment of unit from Fort Riley will require course termination.

(3) Illness or injury precluding participation in the program, such as temporary profile, in excess of 4 days warrants termination from the program.

6. **SCOPE:** Priority will be given to all Army Medical Department personnel assigned to Fort Riley. In addition, all others as determined by Military School on a space available basis.

a. To provide current required refresher training, in order to maintain certification or pursue re-certification.

7. **REFERENCES:**

a. AR 611-201, Enlisted Career Management Fields.

b. FR REG 350-1, Training.

8. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

EMERGENCY MEDICAL TECHNICIAN (EMT) REFRESHER COURSE

1. **LOCATION:** Building 215, second floor.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space. Students will report to the Education/ Professional Development (EPD) classroom, Ward 4, building 600, (Irwin Army Community Hospital, IACH), at 0900 on the start of each training cycle. Students must report during in-processing with a current Health care Provider CPR card.
3. **LENGTH:** 10 Days
4. **PURPOSE:** To provide current required refresher training, in order to maintain certification or pursue re-certification.
5. **PREREQUISITES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Have Twelve (12) months remaining active duty service upon completion of the EMT Course.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have a current PT test.
 - (4) Have no physical profile that will limit their ability to perform medical tasks. IE: NO LIFTING PROFILE
 - (5) Have one hundred and twenty (120) days of active service remaining upon completion of the EMT Refresher Course.
 - (6) Must meet NREMT application requirements as well as the established Education Center standards.
 - b. Civilian personnel must meet the following screening criteria:
 - (1) Have no physical limitations against lifting.
 - (2) Must meet NREMT application requirements as well as the established Education Center standards.
 - (a) Must be 18 years of age or older.
 - (b) Complete the felony statement on the application and submit appropriate documentation if applicable.
 - (c) The program will be offered 3 times each fiscal year.
 - (d) Maximum class size will be limited to 24 soldiers.
 - (e) Each cycle will be one (1) week in duration.
 - (3) Personnel will be able to take the Emergency Medical Technician Refresher Course exam at the end of the course and to maintain national certification. A registration fee of \$10.00 (money order or institutional check), payable to the National Registry of Emergency Medical Technicians must be submitted with the application.

6. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Certificate of training will be awarded upon successful completion of the Course.
- b. Soldiers must be exempt from unit duty rosters for the duration of the course.
- c. Authorized absences from training will be limited to:
 - (1) Emergency Leave for less than one day.
 - (2) Illness or injury precluding participation in the program, such as temporary profile, for less than one day.
- d. Absences from training resulting in termination will include, but not be limited to
 - (1) Emergency Leave in excess of one day warrants termination from the EMT Program.
 - (2) Illness or injury precluding participation in the program, such as temporary profile, in excess of one day warrants termination from the program.
 - (3) Deployment of unit from Fort Riley will require course termination.

7. **REFERENCES:**

- a. AR 611-201, Enlisted Career Management Fields.
- b. FR REG 350-1, Chapter 10-4.

8. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

PREHOSPITAL TRAUMA LIFE SUPPORT (PHTLS) COURSE

1. **LOCATION:** Building 215, Room 227.
2. **REPORTING:** 0850 hours daily. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (2 days). 0900-1630 Mon-Fri. No classes conducted on Federal holidays.
4. **PURPOSE:** This course focuses on trauma patients in the pre-hospital environment-how to identify, stabilize, treat and transport them with the highest level of care and give them the greatest chance of survival. This course is 15 hours in length. The course provides current, required refresher training, to maintain certification or pursue re-certification.
5. **PREREQUISITES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Have Twelve (12) months remaining active duty service upon completion.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have a current PT test.
 - (4) Have no physical profile that will limit their ability to perform medical tasks. IE: NO LIFTING PROFILE.
 - (5) Have one hundred and twenty (120) days of active service remaining upon completion of the EMT Refresher Course.
 - (6) Must meet NREMT application requirements as well as the established Education Center standards.
 - b. Civilian personnel must meet the following screening criteria:
 - (1) Have no physical limitations against lifting.
 - (2) Must meet NREMT application requirements as well as the established Education Center standards.
 - (a) Must be 18 years of age or older.
 - (b) Complete the felony statement on the application and submit appropriate documentation if applicable.
 - (c) The program will be offered 10 times each fiscal year.
 - (d) Maximum class size will be limited to 30 soldiers.
 - (e) Each cycle will be two days in duration.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Certificate of training will be awarded upon successful completion of the Course.
 - b. Soldiers must be exempt from unit duty rosters for the duration of the course.

c. Authorized absences from training will be limited to:

(1) Emergency Leave less than one day.

(2) Illness or injury precluding participation in the program, such as temporary profile, for less than one day.

d. Absences from training resulting in termination will include, but not be limited to:

(1) Emergency Leave - excess of one day warrants termination from the EMT Program.

(2) Deployment of unit from Fort Riley will require course termination.

(3) Illness or injury precluding participation in the program, such as temporary profile, in excess of one day warrants termination from the program.

7. **REFERENCES:**

a. AR 611-201, Enlisted Career Management Fields.

b. FR REG 350-1, Chapter 10.

8. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

TRAUMA AIMS COURSE

1. **LOCATION:** Building 215, second floor.
2. **REPORTING:** 0850 on the first class day. Failure to report on time may constitute loss of space. DIDACTIC: 0900-1630.
3. **LENGTH:** 80 hours (10 Days) 2 weeks. 0900-1630 Mon-Fri. No classes conducted on Federal holidays.
4. **PURPOSE:** To set forth the policies and procedures for the 91CMF Trauma Aims Program, for 91W transition IAW AR 611-21.
5. **SCOPE:** To include all Army Medical Department personnel assigned to Fort Riley with 91B skill levels 1-4, that have not attended BNCOC.
6. **OBJECTIVES:**
 - a. Assists medical soldiers in attaining and maintaining a state of operational readiness that will contribute to the overall combat effectiveness of their parent unit.
 - b. Provide 91B soldiers training necessary to maintain proficiency with new, changing equipment, techniques, and procedures.
7. **PREREQUISITES:** Complete EMT and Pre-Hospital Trauma Life Support (PHTLS) prior to enrolling in this course.
8. **PROCEDURES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Six months remaining active duty service upon completion of the Trauma Aims Program.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have passed a PT test within 3 months.
 - b. Maximum class size will be limited to 24 soldiers.
 - c. Each cycle will be two weeks in duration.
 - (1) Certificates of Training will be issued upon completion of the program.
 - d. Soldiers will report to the Education building 215, at 0900 on the start of each training cycle.
 - e. Authorized absences from training will be limited to: NONE
9. **POINT OF CONTACT:** Military School Training Manger, 239-5432/9971

PHYSICAL READINESS TRAINING LEADERS COURSE (PRTLCL)

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 Hours (6 Days). 0900-1630 Mon-Mon. No classes on Federal holidays. Report as scheduled each day of class. Failure to do so may constitute a loss of space.
4. **PURPOSE:** The PRTLCL is a six-day course that teaches PRT leaders (NCO and officers) how to precisely teach and lead the activities in the toughening phase of PRT. Students will learn how PRT relates to Battle Focused Training, how to conduct a PRT session, and how to plan, schedule and conduct unit PRT to maximize performance with minimal injuries IAW FM 21-20. Students will be introduced to the Army Physical Readiness Test (APFT) and the PRT activities conducted during the sustaining phase of PRT. Students will be introduced to the 12 Callisthenic exercises found in the FM 3-25.20 Draft. Upon completion of the course the student will:
 - a. Be able to explain muscle structure and nervous stimulation.
 - b. Exhibit an understanding of cardiovascular and respiratory dynamics.
 - c. Be able to explain energy metabolism.
 - d. Understand the effects of nutrition and physical conditioning.
 - e. Receive 3 college credits.
5. **PREREQUISITES:**
 - a. Rank of sergeant or above, highly motivated.
 - b. APFT Score of 210 or higher (minimum score in 70 each event).
 - c. Student must meet AR 600-9 height/weight requirements.
 - d. Students over age 40 must have completed an over 40 physical.
 - e. No temporary profiles. Soldiers must complete all phases of the course.
 - f. No tobacco products will be used during class hours to include breaks.
 - g. No appointments or unit duty for the week of training.
 - h. Have nine (9) months remaining at Ft. Riley after completion of training.
 - i. Approved by unit commander and first sergeant to attend course.
 - j. Assigned duties as the company physical readiness leader.
6. **DAILY UNIFORM:** Clean PT Uniform with Class A name tag and rank insignia, running shoes.

7. **STUDENTS WILL BRING TO CLASS:**

- a. A three (3) ring binder with notebook paper, pen and pencil.
- b. A water bottle or canteen.
- c. Towel.
- d. Current APFT card.
- e. Copy of over 40 physical (if required).
- f. Calculator.

8. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Number of students will not be less than 8 or no more than 12 in each class.
- b. Students will be exempt from all duties and appointments that may interfere with course participation.

9. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971.

STANDARD ARMY TRAINING SYSTEM (SATS)

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 Hours (6 Days). 0900-1630 Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** To provide sustainment training in the use of SATS as the Army primary training management tool. Instruction will enable the student to develop and input training management information for automated production of METL, training and evaluation outlines (T&EOs), training schedules, calendars, assessments; develop and input resource management in cost estimates, resource constraints, training budgets, fuel estimates and ammunition forecasts. FR REG 350-1 requires all unit-training schedules to be developed using SATS. Ft. Riley specific regulations and practices are used IAW FM 25-100.
5. **PREREQUISITE:** Currently or scheduled to be assigned duties as SATS computer operator or training manager at company level and above.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 and no more than 12 per class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

ARMY COMPANY INFORMATION SYSTEM (ARCIS)

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 1220 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 Hours (4 Days). 1230-1630, Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class. Failure to do so may constitute a loss of space.
4. **PURPOSE:** ARCIS automates the day-to-day administrative operations to support Company personnel. These operations include recording personnel information about a soldier including rank, reenlistment dates, MOS skill descriptions, recording training and physical fitness information; generating Company reports, maintaining duty rosters and leave information. In addition, various data base maintenance functions can be performed including backing up and restoring files, transferring files, and creating a diskette for transfer.
5. **PREREQUISITE:** Currently scheduled to be assigned duties as a Company Clerk.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 and no more than 12 per class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

FIRST SERGEANT COURSE (CRS 521-SQIM (DL))

1. **LOCATION:** Phase I is correspondence only. Phase II is held at Bldg 7285, Digital Training Center, Fort Riley, KS.
2. **LENGTH:** Phase 1 is 8 WEEKS Phase 2 is 3 WEEKS
3. **PURPOSE:** To prepare sergeants first class and master sergeants for positions of responsibility as unit first sergeants.
4. **PREREQUISITES:** Active Army or Reserve Component senior noncommissioned officers in the grade of SFC, SFC(P), and MSG. All active component (AC) first time 1SGs will attend the resident 1SG course conducted at USASMA either prior to or within six months of assuming 1SG duties. Selection priority will be given for those soldiers assigned to 1SG duties in accordance with AR 614-200. Only MSG, SFC (P), and SFC who are selected to be a 1SG may be scheduled for training. Soldiers who reached their 40th birthday must provide proof of medical screening before enrollment. Soldiers with temporary profiles are ineligible to attend the course. All applicants must meet physical fitness and weight standards outlined in AR 600-9. All soldiers should take the TABE Reading and English at their local Army Education Center. Individuals scoring below 12th grade level should enroll in and complete remedial/refresher instruction, through their local education center, to improve skills to recommended level.
5. **POINT OF CONTACT:** Mrs. Maria Rachel Rogers, Military Training Division, (785) 239-1290, DSN 856-1290 or email rileyncoes@riley.army.mil
6. **FY 04 COURSE SCHEDULE:**

Phase 1 (DL)

Phase 2 – Video Tele-Conference Training (VTT)

<u>CLASS#</u>	<u>DATES</u>	<u>CLASS#</u>	<u>DATES</u>
B19	01 JUN 03 – 29 AUG 03	B19	30 NOV 03 – 19 DEC 03

NOTE: Additional Non-VTT class dates are available. Please contact the POC for assistance.

7. ADDITIONAL INFORMATION:

Prior to class enrollment, applicant's EDAS records will be reviewed to ensure the soldier meets all course prerequisites. Applicants who are serving in the First Sergeant position must have their lateral appointment and 24 month stabilization processed. SFC and SFC(P) will be stabilized for one year upon completion of course. In the event emergency requirements preclude sending a soldier to the First Sergeant Course prior to assuming 1SG duties, the soldier must attend the course within six months of assuming 1SG duties. Waiver authority for this deferred school attendance is delegated to the first GO in the soldier's chain of command.

8. **HOW TO APPLY:** Off-Post Schools requests will be submitted through the BDE Schools NCO to the Military Training Division. A copy of the UMR with the soldier's assigned or future position and a statement from the first LTC in the chain of command is required with the applicant's name, rank, SSN, PMOS, date of assignment to position, paragraph and line number, and stabilization statement. Requests must be submitted no later than 60 days prior to class start date.

BATTLESTAFF COURSE (CRS 250-ASI2S (DL))

1. **LOCATION:** Phase I is correspondence only. Phase II is held at Bldg 7285, Digital Training Center, Fort Riley, KS.
2. **LENGTH:** Phase 1 = 8 WEEKS 4 DAYS Phase 2 = 4 WEEKS 1 DAY
3. **PURPOSE:** To prepare the NCO, in the rank of SSG and above, to perform operationally on the battlefield.
4. **PREREQUISITES:** Active Army or Reserve Component noncommissioned officer in the rank of staff sergeant or above. G1/S1, G2/S2, G3/S3 or G4/S4 staff noncommissioned officer assigned to, or on orders to a battalion, brigade, division or corps level TO&E unit, or a readiness group NCO advisor position and selected TDA NCOs in administration, intelligence, operations/plans, and logistics positions. A TABE A is required with a Reading level score of 10.1 or above, determined prior to course attendance, and with written proof of score provided prior to or at initial arrival at the course. As a minimum, applicants must have a SECRET security clearance. Soldiers who reached their 40th birthday must provide proof of medical screening before enrollment. Soldiers with temporary profiles are ineligible to attend course. All applicants must meet the physical fitness and weight standards outlined in AR 600-9.
5. **POINT OF CONTACT:** Mrs. Maria Rachel Rogers, Military Training Division, (785) 239-1290, DSN 856-1290 or email rileyncoes@riley.army.mil.
6. **FY 04 COURSE SCHEDULE:**

Phase 1

<u>CLASS#</u>	<u>DATES</u>
D02	08 OCT 03 – 08 JAN 04

Phase 2 – Video Tele-Conference Training (VTT)

<u>CLASS#</u>	<u>DATES</u>
D02	11 JAN 04 – 13 FEB 04

NOTE: Additional Non-VTT class dates are available. Please contact the POC for assistance.

7. **ADDITIONAL INFORMATION:** Prior to class enrollment, applicant's EDAS records will be reviewed to ensure soldier meets all course prerequisites. Applicants will be stabilized for one year upon completion of course.
8. **HOW TO APPLY:** Off-Post Schools requests will be submitted through the BDE Schools NCO to the Military Training Division. A copy of the UMR must be provided with the soldier's assigned or future position. A statement from the first LTC in the chain of command is required with applicant's name, rank, SSN, PMOS, date of assignment to position, paragraph and line number, and stabilization statement. Requests must be submitted no later than 60 days prior to class start date.

COMPANY COMMANDER/FIRST SERGEANT ORIENTATION COURSE

1. **LOCATION:** Bldg 7285, Digital Training Center, Custer Hill. Spouse Orientation portion is at Bldg 7264, Soldier and Family Support Center.
2. **LENGTH:** 5 days, 0900-UTC (Mon, Tue, Wed, Fri), 0730-1500 (Thu). Students must report NLT 0815 the first day of class. Wednesday is the Spouse Orientation portion.
3. **PURPOSE:** To provide officers/enlisted personnel designated to assume command/assigned as a first sergeant useful information on staff functions and agencies at Fort Riley. Reference: FR Reg 350-1.
4. **PREREQUISITES:** Pending assignment to a company commander or first sergeant position.
5. **POINT OF CONTACT:** Mr. Lucas, (785) 239-5500 or DSN 856-5500.
6. **FY 04 COURSE SCHEDULE:**

<u>CLASS#</u>	<u>DATE</u>
01-04	03 – 07 NOV 03
02-04	23 – 27 FEB 04
03-04	17 – 21 MAY 04
04-04	20 – 24 SEP 04

7. **ADDITIONAL INFORMATION:** FR Reg 350-1, Chapter 6 dated 31 Dec 97 requires all designated Company Commanders and newly assigned First Sergeants to attend this course **prior to assuming their command/position.** Exception to this policy is by Chief of Staff approval.
8. **HOW TO APPLY:** Off-Post School requests will be submitted through the MSC Schools NCO to the Individual Training Branch, with full name, rank, SSAN, PMOS, unit to which the applicant will be/is assigned and date of assignment to position, and spouse information if spouse will be attending Spouse Orientation. Requests can be sent by E-Mail to lucasj@riley.army.mil, NLT 15 days prior to class start date.

COMPANY COMMANDER AND FIRST SERGEANTS ORIENTATION COURSE ENROLLMENT FORM

Course Dates _____. Spouse Program _____.

FULL NAME: _____

PAYGRADE: _____

SSN: _____

DATE: _____. Projected or assigned date as Commander/1SG.

UNIT: _____. Projected or assigned unit as Commander/ 1SG.

UNIT: _____/ Telephone number _____ of current assigned unit.

Note: Training is in the Digital Training Center (Bldg 7285) and you are to report at 0830 on the first day of class.

SPOUSE PROGRAM

Located at the Soldier Family Support Center (Bldg #7264).

Enroll children 0900-0930. Tour facilities 1130-1145. Lunch served 1200.

SPOUSE NAME: _____

TELEPHONE # _____

MAILING ADDRESS: _____

Information concerning childcare service. Alternate arrangements for children not registered one week prior to start of class are the responsibility of the parents. (Service is provided free for children registered.)

NAME

AGE

_____	_____
_____	_____
_____	_____
_____	_____

ANY SPECIAL HEALTH INFORMATION:

Note: The children will be cared for in the same location as the training.

How long have you been at Fort Riley? _____

Comments: _____

Contact Central Registration 239-4847 for Child Care Registration Information.

POC for Company Commander/1SG Course is Ms Rachel Rogers, 239-1290

TECHNICAL TRANSPORTATION OF HAZARDOUS MATERIALS (AMMO-62)

1. **LOCATION:** Bldg 319, CPAC or Bldg 215, Fort Riley University (see schedule below).

2. **LENGTH:** Course is two weeks (80 hours). Students report NLT 0845 the first day of class for inprocessing. At 0900 hours all stand-by will be taken if primaries are not present. The instructor will inform students of class schedule on subsequent days. Students will be dropped from class for absenteeism. No unit duties during the two-week class.

3. **PURPOSE:** To train unit personnel to certify hazardous material (HAZMAT) for shipment/transportation. FR REG 350-1, page B-5, dated 31 Dec 97 and Appendix K, FORSCOM REG 55-1 requires each unit to have a minimum of one trained and on orders down to company/troop/battery level to certify the shipments/transportation of HAZMAT.

4. **PROGRAM OF INSTRUCTION:** The course is designed to train and certify/recertify Department of Defense (DOD) personnel who are involved in some aspect of transportation of hazardous materials. The course complies with both requirements of DOD and Department of Transportation (DOT) and will utilize the following publications: 49 Code of Federal Regulations (CFR), International Air Transport Association (IATA) Regulation, Military Standard (MILSTD) 129, Air Force Regulation (AFR) 24-204/Technical Manual TM 38-250/Navy Supplement (NAVSUP) Pub 505, DOD 5100.76M, International Maritime Dangerous Goods (IMDG) Code.

5. ADMINISTRATIVE INSTRUCTIONS:

a. Submit **Off-Post Schools** requests to FRU, Building 7285, 239-5500.

b. Instructors from the Defense Ammunition Center, McAlester, OK, will teach the course at Fort Riley (35 personnel may attend).

c. Students will need to bring; pens/pencils with erasers, note paper, a 3 inch, three-ring binder, straight edge or ruler, calculator, small post-it-notes, and a magnifying glass will be helpful.

6. **PREREQUISITES:** Two-year retainability in the unit. Must be SGT or above. SPC and below may attend if their PMOS is 88N.

7. **POC** is Jack Lucas, 239-5500.

8. FY04 SCHEDULE:

<u>CLASS#</u>	<u>COURSE #</u>	<u>DATES</u>	<u>LOCATION</u>
002	AMMO-62	01 DEC – 12 DEC 03	TBD
005	AMMO-62	02 FEB – 13 FEB 04	BLDG 215, FRU
008	AMMO-62	19 APR – 03 APR 04	BLDG 319, CPAC
013	AMMO-62	12 JUL – 23 JUL 04	BLDG 215, FRU
015	AMMO-62	13 SEP – 24 SEP 04	BLDG 319, CPAC

SUPPORT OPERATIONS PHASE II ALMC-SO

1. **LOCATION:** Bldg 7285, Digital Learning Center, Custer Hill.
2. **LENGTH:** Course is one week and 4 days (72 hours). Students report NLT 0845 the first day of class for inprocessing. At 0900 hours all stand-by will be taken if primaries are not present. The instructor will inform students of class schedule on subsequent days. Students will be dropped from class for absenteeism. No unit duties during the class.
3. **PURPOSE:** To train support operation officers and senior NCOs.
4. **SCOPE:** This course builds upon Support Operations Course (Phase I) to prepare support operations officers and senior NCOs to organize support functions and manage combat service support (CSS) in a support battalion/squadron during peacetime and wartime. Students will employ knowledge gained in the CSS tasks of Arm, Fix, Fuel, Move, and Sustain the Force to develop plans and conduct scenario driven support operations.
5. **PREREQUISITES:** Officers must be CPT or MAJ CAS-3 graduates (year group 79 and later), have completed a company level command and be assigned or anticipate being assigned at the support operations within one year upon completion of the course. Senior NCO (SNCO) nominees must be graduates of ANCOC, E7 or above, and be assigned or anticipate being assigned as a support operations NCOIC within one year upon completion of the course. Reservists may request a waiver of specific prerequisites. **NOMINEES MUST HAVE COMPLETED PHASE I VIA CORRESPONDENCE MODE PRIOR TO BEING ENROLLED IN PHASE II.**
6. **ADMINISTRATIVE REQUIREMENTS :** 1st BCT and 3 BCT have 4 spaces each. The 937th Eng Gp has 3 spaces and HHC 24th ID has 1 space. Soldier must be free of levy assignment and have at least 9 months remaining at Fort Riley upon completion of the course.
7. **POINT OF CONTACT:** Jack Lucas, 239-8413, G3 Schools and G4 SGM, 239-4726.
8. **FY03 SCHEDULE:**

CLASS
713

DATES
07 JUN – 18 JUN 04

FY04 PLDC SCHEDULE

AS OF 30 JULY 03

<u>APFT</u>	<u>BRIEF</u>	<u>SHIP</u>	<u>SHIP TIME</u>	<u>REPORT</u>	<u>CLASS</u>	<u>LOCATION</u>	<u>START</u>	<u>GRAD</u>
4-Sep-03	24-Sep-03 @ 10:00	29-Sep-03	17:00 HRS	30-Sep-03	001	FT Campbell	1-Oct-03	31-Oct-03
4-Sep-03	2-Oct-03 @ 13:30	5-Oct-03	16:00 HRS	6-Oct-03	001	FT Polk	7-Oct-03	6-Nov-03
4-Sep-03	2-Oct-03 @ 15:00	7-Oct-03	06:00 HRS	7-Oct-03	001	FT Sill	8-Oct-03	7-Nov-03
4-Sep-03	8-Oct-03 @ 13:30	13-Oct-03	21:00 HRS	14-Oct-03	001	FT Hood	15-Oct-03	14-Nov-03
16-Oct-03	6-Nov-03 @ 13:30	10-Nov-03	17:00 HRS	11-Nov-03	002	FT Campbell	12-Nov-03	12-Dec-03
16-Oct-03	13-Nov-03 @ 13:30	16-Nov-03	16:00 HRS	17-Nov-03	002	FT Polk	18-Nov-03	18-Dec-03
16-Oct-03	13-Nov-03 @ 14:30	17-Nov-03	21:00 HRS	18-Nov-03	002	FT Hood	19-Nov-03	19-Dec-03
16-Oct-03	13-Nov-03 @ 15:30	18-Nov-03	06:00 HRS	18-Nov-03	002	FT Sill	19-Nov-03	19-Dec-03
4-Dec-03	18-Dec03 @ 10:00	5-Jan-04	16:00 HRS	6-Jan-04	003	FT Polk	7-Jan-04	6-Feb-04
4-Dec-03	18-Dec03 @ 13:30	5-Jan-04	21:00 HRS	6-Jan-04	003	FT Hood	7-Jan-04	7-Feb-04
4-Dec-03	18-Dec03 @ 15:30	5-Jan-04	17:00 HRS	6-Jan-04	003	FT Campbell	7-Jan-04	6-Feb-04
4-Dec-03	18-Dec03 @ 14:30	6-Jan-04	06:00 HRS	6-Jan-04	003	FT Sill	7-Jan-04	6-Feb-04
8-Jan-04	5-Feb-04 @ 10:00	9-Feb-04	16:00 HRS	10-Feb-04	004	FT Polk	11-Feb-04	12-Mar-04
8-Jan-04	5-Feb-04 @ 13:30	9-Feb-04	21:00 HRS	10-Feb-04	004	FT Hood	11-Feb-04	12-Mar-04
8-Jan-04	5-Feb-04 @ 15:30	9-Feb-04	17:00 HRS	10-Feb-04	004	FT Campbell	11-Feb-04	12-Mar-04
8-Jan-04	5-Feb-04 @ 14:30	10-Feb-04	06:00 HRS	10-Feb-04	004	FT Sill	11-Feb-04	12-Mar-04
11-Feb-04	11-Mar-04 @ 10:00	15-Mar-04	16:00 HRS	16-Mar-04	005	FT Polk	17-Mar-04	16-Apr-04
11-Feb-04	11-Mar-04 @ 13:30	15-Mar-04	21:00 HRS	16-Mar-04	005	FT Hood	17-Mar-04	16-Apr-04
11-Feb-04	11-Mar-04 @ 15:30	15-Mar-04	17:00 HRS	16-Mar-04	005	FT Campbell	17-Mar-04	15-Apr-04
11-Feb-04	11-Mar-04 @ 14:30	17-Mar-04	06:00 HRS	17-Mar-04	005	FT Sill	18-Mar-04	16-Apr-04
17-Mar-04	15-Apr-04 @ 10:00	19-Apr-04	16:00 HRS	20-Apr-04	006	FT Polk	21-Apr-04	21-May-04
17-Mar-04	15-Apr-04 @ 13:30	19-Apr-04	21:00 HRS	20-Apr-04	006	FT Hood	21-Apr-04	21-May-04
17-Mar-04	15-Apr-04 @ 15:30	19-Apr-04	17:00 HRS	20-Apr-04	006	FT Campbell	21-Apr-04	20-May-04
17-Mar-04	15-Apr-04 @ 14:30	21-Apr-04	06:00 HRS	21-Apr-04	006	FT Sill	22-Apr-04	21-May-04
22-Apr-04	20-May-04 @ 10:00	24-May-04	16:00 HRS	25-May-04	007	FT Polk	26-May-04	25-Jun-04
22-Apr-04	20-May-04 @ 13:30	24-May-04	21:00 HRS	25-May-04	007	FT Hood	26-May-04	25-Jun-04
22-Apr-04	20-May-04 @ 14:30	25-May-04	06:00 HRS	25-May-04	007	FT Sill	26-May-04	25-Jun-04
22-Apr-04	26-May-04 @ 13:30	31-May-04	17:00 HRS	1-Jun-04	007	FT Campbell	2-Jun-04	1-Jul-04
26-May-04	24-Jun-04 @ 13:30	29-Jun-04	06:00 HRS	29-Jun-04	008	FT Sill	30-Jun-04	30-Jul-04
10-Jun-04	8-July-04 @ 13:30	12-Jul-04	16:00 HRS	13-Jul-04	008	FT Polk	14-Jul-04	12-Aug-04
10-Jun-04	8-July-04 @ 15:00	12-Jul-04	17:00 HRS	13-Jul-04	008	FT Campbell	14-Jul-04	12-Aug-04

8-Jul-04	29-Jul-04 @ 13:30	2-Aug-04	21:00 HRS	3-Aug-04	008	FT Hood	4-Aug-04	4-Sep-04
8-Jul-04	29-Jul-04 @ 15:00	4-Aug-04	06:00 HRS	4-Aug-04	009	FT Sill	5-Aug-04	3-Sep-04
8-Jul-04	12-Aug-04 @ 13:30	16-Aug-04	16:00 HRS	17-Aug-04	009	FT Polk	18-Aug-04	17-Sep-04
8-Jul-04	19-Aug-04 @ 13:30	23-Aug-04	17:00 HRS	24-Aug-04	009	FT Campbell	25-Aug-04	24-Sep-04
5-Aug-04	2-Sep-04 @ 13:30	6-Sep-04	21:00 HRS	7-Sep-04	009	FT Hood	8-Sep-04	8-Oct-04
5-Aug-04	2-Sep-04 @ 15:00	8-Sep-04	06:00 HRS	8-Sep-04	010	FT Sill	9-Sep-04	8-Oct-04

* Classes are subject to be cancelled, based upon attendance.

* Dates and Times are subject to change based upon mission.

POC for this memorandum is SFC Gentry / SSG McKendry, Fort Riley University (PLDC) 239-5784 / 5157

FORT CAMPBELL PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1. **LOCATION:** NCOA, Ft. Campbell, KY
2. **LENGTH:** 4 Weeks and 2 days.
3. **PURPOSE:** To train noncommissioned officers and specialists in the fundamentals of leadership, instill self-confidence, and teach them how to supervise their subordinates.
4. **PREREQUISITES:** Battalion headquarters is responsible for screening and selecting soldiers to attend PLDC IAW AR 351-1, Chapter 5. The battalion will develop an order of merit list (OML) based on the following priorities:
 - a. E4s on the standing promotion list to E5. The battalion will develop an OML based on the soldier's current promotion points and cut off scores. No soldier on the E4 promotion roster to E5 should be on an OML to PLDC more than 60 days. These soldiers will not be promoted without PLDC.
 - b. Soldiers regardless of rank, cannot attend BNCOC unless they have successfully completed PLDC. Soldiers selected by HQDA to attend BNCOC must graduate from PLDC prior to attending BNCOC. Soldiers and units are normally given ample time to train these soldiers in PLDC prior to BNCOC. Therefore, excusing a soldier from BNCOC due to not being PLDC qualified is not a justifiable excuse.
5. **ADMINISTRATION:** Welcome packets can be obtained through the following:
 - a. The NCO Academy Web page: <http://www.campbell.army.mil/ncoa/ncoa.htm>
 - b. III Corps NCO Academy, ATTN: Operations, FT. Campbell, KY. 42223 (DSN 635-9421 or 270-798-9421 Or E-Mail <mailto:charles.dougherty@campbell.army.mil>)

Mailing address while students are at the NCOA:

Soldier's Rank/Name and Roster Number

**PLDC (Class Number)
NCO Academy
2269 Kentucky Avenue
Fort Campbell, KY 42223.**

6. **POINT OF CONTACT:** Fort Riley University NCOES Manager (785) 239-5157 / 1290 or DSN 856-5157 / 1290.
7. **FY04 COURSE SCHEDULE:**

<u>CLASS #</u>	<u>CLASS DATES</u>
01-04	01 OCT- 31 OCT 03
02-04	12 NOV- 12 DEC 03
03-04	07 JAN - 06 FEB 04
04-04	11 FEB - 12 MAR 04
05-04	17 MAR - 15 APR 04
06-04	21 APR - 20 MAY 04
07-04	02 JUN - 01 JUL 04
08-04	14 JUL - 12 AUG 04
09-04	25 AUG - 24 SEP 04

FORT HOOD PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1. **LOCATION:** NCOA, Ft. Hood, TX
2. **LENGTH:** 4 Weeks and 2 days.
3. **PURPOSE:** To train noncommissioned officers and specialists basic skills, knowledge and behaviors. PLDC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills, evaluators and counselors, conductors and participants in individual and collective training, and performers and teachers of leaders skills, knowledge and attitudes. PLDC instills self discipline, professional ethics and establishes the foundation for further training and leader development.
4. **PREREQUISITES:** Active or Reserve Component personnel. PLDC is a prerequisite for promotion to SGT and for attendance at BNCOC. Must be promotion eligible. First priority: SPC/CPLs who have made cutoff or have been conditionally promoted to SGT. Second priority: SPC who are promotable and have not attended PLDC. Six months active duty service time must be remaining upon the date of graduation. As an enrollment requirement all soldiers attending an NCOES school must meet APFT and height/weight standards IAW AR 600-9.
5. **ADMINISTRATION:** Welcome packets can be obtained through the following:
 - a. The NCO Academy Web page: <http://pao.hood.army.mil/NCOA/left%20frame.htm>
 - b. Mailing address while students are at the NCOA:

Student Name
Class #
Student #
III Corps NCO Academy PLDC
Fort Hood, TX 76544-5000

6. **POINT OF CONTACT:** Fort Riley University NCOES Manager (785) 239-5157 / 1290 or DSN 856-5157 / 1290.
7. **FY04 COURSE SCHEDULE:**

<u>CLASS #</u>	<u>CLASS DATES</u>
001	15 OCT– 14 NOV 03
002	19 NOV – 19 DEC 03
003	07 JAN – 07 FEB 04
004	11 FEB – 12 MAR 04
005	17 MAR – 16 APR 04
006	21 APR – 21 MAY 04
007	26 MAY – 25 JUN 04
008	04 AUG – 04 SEP 04
009	08 SEP- 08 OCT 04

FORT POLK PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1. **LOCATION:** NCOA, Ft. Polk, LA.
2. **LENGTH:** 4 Weeks and 2 days.
3. **PURPOSE:** To train noncommissioned officers and specialists in the fundamentals of leadership, instill self-confidence, and teach them how to supervise their subordinates.
4. **PREREQUISITES:** Battalion headquarters is responsible for screening and selecting soldiers to attend PLDC IAW AR 351-1, Chapter 5. The battalion will develop an order of merit list (OML) based on the following priorities:
 - a. E4s on the standing promotion list to E5. The battalion will develop an OML based on the soldier's current promotion points and cut off scores. No soldier on the E4 promotion roster to E5 should be on an OML to PLDC more than 60 days. These soldiers will not be promoted without PLDC.
 - b. Soldiers regardless of rank, cannot attend BNCOC unless they have successfully completed PLDC. Soldiers selected by HQDA to attend BNCOC must graduate from PLDC prior to attending BNCOC. Soldiers and units are normally given ample time to train these soldiers in PLDC prior to BNCOC. Therefore, excusing a soldier from BNCOC due to not being PLDC qualified is not a justifiable excuse.
5. **ADMINISTRATION:** Welcome packets can be obtained through the following: The NCO Academy Web page: <http://www.jrtc-polk.army.mil/ncoa/index.htm>

Any question address to SFC Dore at, DSN 863-4221 or (337) 531-4221 or Roland.Dore@polk.army.mil.

Mailing address while students are at the NCOA:

**Student #
Rank and Name
Platoon
22nd St.
Fort Polk, LA. 71459**

6. **POINT OF CONTACT:** Fort Riley University NCOES Manager (785) 239-5157 / 1290 or DSN 856-5157 / 1290.
7. **FY04 COURSE SCHEDULE:**

<u>CLASS #</u>	<u>CLASS DATES</u>
01-04	01 OCT– 31 OCT 03
02-04	04 NOV – 5 DEC 03
03-04	07 JAN – 6 FEB 04
04-04	11 FEB – 12 MAR 04
05-04	17 MAR – 16 APR 04
06-04	21 APR – 21 MAY 04
07-04	26 MAY – 25 JUN 04
08-04	14 JUL – 12 AUG 04
09-04	18 AUG – 17 SEP 04

FORT SILL PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1. **LOCATION:** NCOA, Ft. Sill, OK.
2. **LENGTH:** 4 Weeks and 2 days.
3. **PURPOSE:** To train noncommissioned officers and specialists in the fundamentals of leadership, instill self-confidence, and teach them how to supervise their subordinates.
4. **PREREQUISITES:** Battalion headquarters is responsible for screening and selecting soldiers to attend PLDC IAW AR 351-1, Chapter 5. The battalion will develop an order of merit list (OML) based on the following priorities:
 - a. E4s on the standing promotion list to E5. The battalion will develop an OML based on the soldier's current promotion points and cut off scores. No soldier on the E4 promotion roster to E5 should be on an OML to PLDC more than 60 days. These soldiers will not be promoted without PLDC.
 - b. Soldiers regardless of rank, cannot attend BNCOC unless they have successfully completed PLDC. Soldiers selected by HQDA to attend BNCOC must graduate from PLDC prior to attending BNCOC. Soldiers and units are normally given ample time to train these soldiers in PLDC prior to BNCOC. Therefore, excusing a soldier from BNCOC due to not being PLDC qualified is not a justifiable excuse.
5. **ADMINISTRATION:** Welcome packets can be obtained through the following:

- a. The NCO Academy Web page: http://sill-www.army.mil/usancoa/ncoa_main1.htm

The United States Army Noncommissioned Officer Academy
Phone: DSN 639-6449/2417 or COM (580) 442-6449/2417
Fax: DSN 639-8290 or COM (580) 442-8290

- b. Mailing address while students are at the NCOA:

**Student Name, Student #
USANCOA PLDC, Class #
Fort Sill, OK, 73503**

6. **POINT OF CONTACT:** Fort Riley University NCOES Manager (785) 239-5157 / 1290 or DSN 856-5157 / 1290.
7. **FY04 COURSE SCHEDULE:**

<u>CLASS #</u>	<u>CLASS DATES</u>
01-04	02 OCT 03 NOV 03
02-04	19 NOV-19 DEC 03
03-04	07 JAN - 06 FEB 04
04-04	11 FEB - 12 MAR 04
05-04	18 MAR - 16 APR 04
06-04	22 APR - 21 MAY 04
07-04	26 MAY - 25 JUN 04
08-04	30 JUN- 30 JUL 04
09-04	05 AUG - 03 SEP 04
10-04	09 SEP - 08 OCT 04

BASIC SKILLS EDUCATION PROGRAM (BSEP)

1. PURPOSE: To provide soldiers with GT scores less than 100, or other academic skill problems, with courses to bring their scores to acceptable Army levels.

2. RESPONSIBILITIES:

- a. Commanders and supervisors select soldiers and DA civilians with potential for promotion.
- b. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

3. PREREQUISITES:

- a. Counseling on course selection by Army Education Counselor.
- b. TABE test with scores indicating appropriate courses and length.
- c. Approval by Company Commander or their representative.

4. PROCEDURE FOR REQUESTING/CANCELING COURSES.

- a. Obtain enrollment forms from Learning Center.
- b. Enrollment starts 60 days prior to the start of the course.
- c. Students may enroll in no more than two courses per term.
- d. Soldiers enrolling under the Fort Riley Re-Enlistment Option may enroll in three courses per term.

5. UNIT CLASS.

- a. Obtain class request from a Learning Center.
- b. Coordinate class dates with a Learning Center Manager.
- c. Provide the Learning Center Manager with a class roster with not more than 25 students and not less than 12 students.
- d. TABE test all soldiers on class roster.
- e. Ensure that soldiers enrolled in the class are available for the entire class.
- f. Soldiers must report to the AFCT testing center on final day of class.

6. FY04 CYCLE SCHEDULE.

Cycle		Enrollment
CYCLE 1	14 Oct – 4 Nov 03	12 Aug – 14 Oct 03
CYCLE 2	12 Nov – 5 Dec 03	10 Sep – 12 Nov 03
CYCLE 3	06 Jan – 29 Jan 04	05 Nov 2003 – 06 Jan 04
CYCLE 4	03 Feb - 26 Feb 04	03 Dec 2003 – 03 Feb 04
CYCLE 5	02 Mar - 23 Mar 04	30 Dec – 02 Mar 04
CYCLE 6	30 Mar – 20 Apr 04	26 Jan – 30 Mar 04
CYCLE 7	27 Apr – 18 May 04	23 Feb – 27 Apr 04
CYCLE 8	25 May – 17 Jun 04	24 Mar – 25 May 04
CYCLE 9	22 Jun – 15 Jul 04	21 Apr – 22 Jun 04
CYCLE 10	20 Jul – 10 Aug 04	17 May – 20 Jul 04
CYCLE 11	17 Aug – 9 Sep 04	16 Jun – 17 Aug 04
CYCLE 12	14 Sep – 05 Oct 04	14 Jul – 14 Sep 04

LEADERSHIP SKILLS EDUCATION PROGRAM (LSEC)

1. PURPOSE: Provides soldiers with courses work to improve leadership skills. Courses based on validated skills needed for each MOS. Courses provide college credit toward an Associate Degree. Courses are open to DA Civilians and family members as well as soldiers.

2. RESPONSIBILITIES:

- a. Commanders and supervisors select soldiers and DA civilians with potential for advancement.
- b. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

3. PREREQUISITES:

- a. Counseling on course selection by Army Education Counselor.
- b. TABE test with scores indicating potential for success in course.
- c. GT score of 100 or greater for soldiers.
- d. Approval by Company Commander or supervisor or their representatives.

4. PROCEDURE FOR REQUESTING/CANCELING COURSES.

- a. Obtain enrollment forms from Learning Center.
- b. Enrollment starts 60 days prior to the start of the course.
- c. Students may enroll in no more than two courses per term.
- d. Soldiers enrolling under the Fort Riley Re-Enlistment Option may enroll in three courses per term.

5. FY 04 CYCLE SCHEDULE.

Cycle		Enrollment
Cycle 1	03 Nov – 18 Dec 2003	01 Sep – 03 Nov 2003
Cycle 2	05 Jan – 19 Feb 2004	03 Nov 2003 – 05 Jan 2004
Cycle 3	25 Feb – 06 Apr 2004	22 Dec 2003 – 25 Feb 2004
Cycle 4	12 Apr – 21 May 2004	09 Feb – 12 Apr 2004
Cycle 5	07 Jun – 20 Jul 2003	05 Apr – 07 Jun 2004
Cycle 6	26 Jul – 02 Sep 2004	24 May – 26 Jul 2004
Cycle 7	13 Sep – 26 Oct 2004	12 Jul – 13 Sep 2004

COLLEGE PROGRAMS

1. PURPOSE: To provide soldiers, retirees, and family members with a variety of college courses for career enhancement and individual development. Courses are offered at the Associate, Bachelor, and Graduate level.

2. RESPONSIBILITIES:

- a. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.
- b. Soldiers must enroll through Army Education Counselors
- c. Soldiers using tuition assistance must get Commander's approval prior to enrolling in course.
- d. Soldiers using tuition assistance must take tuition assistance form to school to pay any tuition not covered by tuition assistance.

3. PREREQUISITES:

- a. Counseling on course selection by Army Education Counselor.
- b. TABE test with scores indicating potential for success in course.
- c. GT score of 100 or greater for soldiers.
- d. Approval by Company Commander or supervisor or their representatives.

4. PROCEDURE FOR REQUESTING/CANCELING COURSES.

- a. Obtain tuition assistance forms from Learning Center.
- b. Enrollment cycles are listed below.
- c. Students may enroll in no more than two courses per term.
- d. Soldiers enrolling under the Fort Riley Re-Enlistment Option may enroll in three courses per term.

5. FY 04 TERM SCHEDULE.

Under Graduate

TERM	TERM DATES	ENROLLMENT	DATES
Term 1	20 Oct - 17 Dec 2003	08 Sep-17 Oct 2003	
Term 2	12 Jan - 09 Mar 2004	01 Dec 2003-09 Jan 2004	
Term 3	29 Mar - 22 May 2004	17 Feb-26 Mar 2004	
Term 4	1 Jun - 28 Jul 2004	19 Apr-28 May 2004	
Term 5	09 Aug - 04 Oct 2004	28 Jun-06 Aug 2004	

Graduate

CMU Term 1	07 Nov-06 Dec 2003	06 Oct-27 Oct 2003
CMU Term 2	09 Jan-07 Feb 2004	01 Dec-22 Dec 2003
CMU Term 2	16 Jan-14 Feb 2004	01 Dec-22 Dec 2003
CMU Term 3	05 Mar-3 Apr 2004	03 Feb-23 Feb 2004
CMU Term 3	12 Mar-05 May 2004	03 Feb-23 Feb 2004
CMU Term 4	16 Apr-15 May 2004	22 Mar-12 Apr 2004
CMU Term 4	23 Apr-22 May 2004	22 Mar-12 Apr 2004
CMU Term 5	04 Jun-10 Jul 2004	03 May-24 May 2004
CMU Term 6	23 Jul-21 Aug 2004	28 Jun-19 Jul 2004
CMU Term 6	30 Jul-28 Aug 2004	28 Jun-19 Jul 2004
CMU Term 7	10 Sep-09 Oct 2004	09 Aug-30 Aug 2004